
TOWN OF MARBLEHEAD
NOTICE OF JOB VACANCY

12/12/23
Date Posted

Application for this vacancy will be received
until 12/26/23.

Park Maintenance/Groundskeeper

Position Title

2

Grade

\$892.59-1088.96/Week

Salary

37.5

Regular Working Hours

Peter James

Department Head

Responsibilities (Brief Job Description):

See Attached Job Description

Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Selectmen's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

Peter James

Name

Superintendent

Title

TOWN OF MARBLEHEAD

POSITION DESCRIPTION

TITLE: Park Maintenance/Groundskeeper	
DEPARTMENT: Recreation and Parks Department	DATE:
<u>SUMMARY:</u> Operates motorized riding equipment while maintaining public fields and grounds. Also uses hand tools in the general maintenance and repair of department property, facilities, and equipment. <u>DUTIES AND RESPONSIBILITIES:</u> 1. Grades, sods, and seeds athletic fields; build and repair pitcher's mounds, marks baselines and installs bases. 2. Mows and trims grass in parks and playgrounds; may direct assigned seasonal employees. 3. Picks up litter in parks; operates trash packer on assigned schedule. 4. Performs routine inspections and maintenance on assigned equipment to ensure readiness for daily operations. 5. Assists in other normal activities of the department, like preparing sailboats for seasonal use, flooding skating areas, and plowing snow from skating areas and walkways. 6. Uses hand, power and electrical tools in the routine maintenance and repair of department buildings, including painting, carpentry, concrete repairs, and cleaning tasks. 7. Operates trucks to reach assigned work areas, transport required tools; operate mowers and plows. 8. May direct the activities of assigned seasonal personnel while performing same duties. 9. Performs other assigned duties of a similar nature and complexity as directed. <u>PREFERRED BACKGROUND:</u> High School Diploma or Equivalent and a Massachusetts Driver's license required along with two to three years of related experience.	